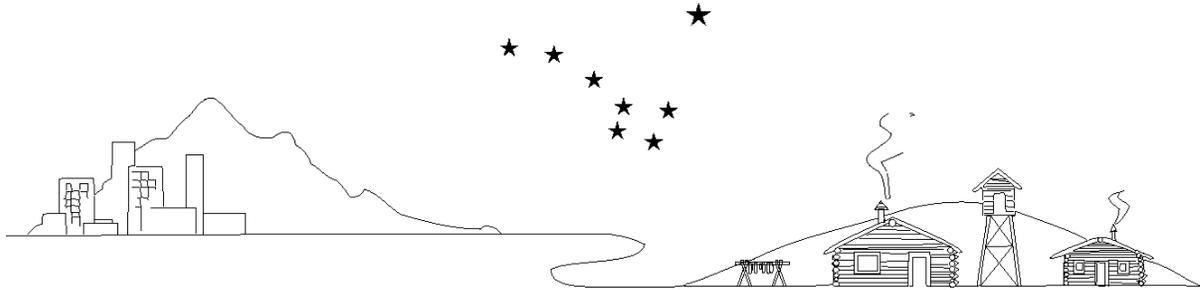


Population Census



Head Count Census Manual: Population Estimate Instructions and Reporting Forms

State of Alaska
Sean Parnell, Governor

Department of Commerce, Community, and Economic Development
Susan Bell, Commissioner

Division of Community and Regional Affairs
Scott Ruby, Director



Revised January 2012

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Population Determinations and Requests for Adjustment

Population Determination

The director of the Division of Community and Regional Affairs (DCRA or Division) uses the 2011 population estimates established by the state demographer of the Department of Labor and Workforce Development (DOLWD) as an allocation base for various funding programs. These determinations are sent to each municipality on January 15, 2012. The 2011 DOLWD population estimates provide the most recent information about Alaska's municipal populations and will be used during the state's fiscal year 2013, which begins on July 1, 2012.

NOTE: You are NOT REQUIRED to conduct a local census. These forms ONLY need to be completed if your community disagrees with the population estimate submitted by DCRA and wishes to request an adjustment.

Population Adjustment Request

If a municipality believes its population determination does not reflect the permanent resident population of the community, the municipality has until April 1, 2012, to request an adjustment to the July 1, DOLWD 2011 estimate from the DCRA's director. If a community's request for adjustment is postmarked after April 1, 2012, the director will deny it for *untimely filing*. If the municipality's request for adjustment does not include all of the required documents set forth in this manual, the director will deny it for being *unresponsive*.

In determining a new population estimate, communities must select one of the following estimation methods:

- A **head count census**, as described in *this* manual; or,
- A **housing unit population estimate**, as described in the *Housing Unit Method Manual: Population Estimate Instructions and Reporting Forms*, revised January 2012.

Municipalities or communities in unorganized boroughs with a population of 1,000 or more may use either method. Municipalities or communities in unorganized boroughs with a **population of less than 1,000 must use the head count census**, which is the most reliable method for small community population determinations. Communities in unorganized boroughs must have at least 25 residents to be considered a community.

A municipality may request an extension of the deadline, if the request is received in writing by close of business April 1, 2012, and if the municipality or community (in an unorganized borough) shows just cause for missing the deadline. Please contact Brigitta Windisch-Cole, Research Analyst, (907) 269-4521, should you have questions.

Point in Time Estimation: Regardless of the type of method selected, the municipality or community must identify the population of residents (person who resided in the municipality for more than six months, since July 1, 2011) on the local new census day (e.g. April 1, 2012).

To align the new population determination with the July 1, 2011 statewide municipal and community estimates, a linear adjustment will be made to reflect the population change between the most recent population determination (e.g. April 1, 2010) and the new local count (conducted on April 1, 2012). For example:

New estimate (as of April 1, 2012)	= 900
Most recent uncontested population count (e.g. as of April 1, 2010)	= 700

Linear Adjustment Methodology
Population change (April 1, 2010 and April 1, 2012) = 200
Number of periods between census (April 1, 2010) and new estimate (April 1, 2012) = 24 months
Resulting resident change is = 8.3 residents per month
Adjusted time periods from April 1, 2010 to July 1, 2011 = 15
Population adjustments is calculated to be: $8.3 \times 15 = 125$ residents

The final accepted population level as of July 1, 2011	= 825
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Appeal to the Commissioner

A municipality or a community in an unorganized borough may appeal to the commissioner a decision of the director challenging the population determination (3 AAC 180.050). The appeal must be in writing and must be postmarked within 10 days after the municipality/community received the written decision of the director. The appeal must include relevant evidence in support of the municipality's/community's claim.

Certified Population

After all appeals have been resolved, the Commissioner will certify a final municipal population report before or on June 1, 2012. The Department's certified population is based upon one of the following, listed in order of preference:

- (1) A census of the U.S. Census Bureau;
- (2) A head count census conducted in accordance with this manual;
- (3) A housing unit method population estimate conducted in accordance with the *Housing Unit Method Manual: Population Estimate Instructions and Reporting Forms*, revised January 2012; or
- (4) An estimate by the Department of Labor and Workforce Development.

If two or more population figures exist for the same year, regulations state the department must use the order of preference established above.

Head Count Census Documentation and Procedures

A city or community conducts a “head count” population census by going door-to-door to every housing unit within the city boundaries to count residents. To successfully adjust your city's /community’s population, the following four items must be included in your Head Count Census submission:

1. A city map
2. Population Census Forms listing individual residents by household (Attachments A and B)
3. A summary sheet with the total number of city residents and housing units (Attachment C)
4. A city council resolution (Attachment D)

1. City Map

A map of the city that accurately depicts the placement and names of block numbers, streets, roads, and landmarks within the corporate (legal) limits of the city must be provided. Individual housing units must be identified on the map by using housing unit numbers that correspond to the census forms. Housing units outside the city’s legal limits cannot be included.

2. Population Census Forms (Attachment A for sample census form and Attachment B for census form)

The population census should be documented using copies of the attached forms or similar documents. Please copy the Head Count Census form (Attachment B) to make as many forms as needed. The information gathered by the census-taker(s) must include:

- a. A housing unit sequence number (#1, #2, #3 ... #100)**
Assign a number to each housing unit; it should correspond to the housing unit number marked on the city map.
- b. The address of each housing unit**
Note the address or location of each residential housing unit, whether occupied or vacant. Do not list uninhabitable, broken down, or abandoned housing units. Do not list offices, stores, churches, vacant lots, public buildings or facilities unless a residential unit exists at that location. Group quarters facilities, such as work camps, processing facilities, etc., must be identified. If seasonal workers live in these group quarters, please contact the Department for specific documentation and residency requirements. Large cities (populations greater than 1,000) choosing to do a head count census must also indicate the structure type of each housing unit -- whether each unit is a single-family unit, duplex, apartment, trailer, or a live-aboard boat.

c. **Check off whether each housing unit is occupied or vacant.**

d. **List the name of each individual living in the housing unit.**

List all persons currently living in the home, whether they are a resident or non-resident (see definition of residency below). List the first and last name of each person – incomplete names will not be accepted (e.g., do not list “Mrs. Jones” or “4 children” or “baby”).

Definition of Residency

An individual is a permanent resident of the location where he or she lives and sleeps most of the time. An individual must live in the community for the majority of the year (at least **six months and one day**.) and have no other usual place of residence in order to be considered a resident.

Residents include persons temporarily away from home on business, vacation, or for subsistence purposes, if they spend the majority of the year in the community. If an individual is a new member of your community, they may be considered a resident if they have no other usual place of residence and if they intend to remain in the community.

Non-residents include students attending college in another community, visiting relatives, transient fishermen and their crew, seasonal construction workers and tourists. They do not spend the majority of the calendar year in your community, have another usual place of residence, or do not intend to remain. These individuals must be marked as non-residents on the census schedule.

Review additional resident/nonresident definitions to determine the residency status of the household member as provided in the appendix. (Pages 7-9)

e. **List the dates each individual has lived in the community since July 1, 2011**

The census-taker must ask if each individual has lived in the community since July 1, 2011. If an individual has not been in the community continuously throughout the year, the census-taker must ask additional questions about the person's usual place of residence.

f. **Check off whether each person listed is a resident or not, based on the following definition and your conversation with the householder**

For example, a parent may list their daughter as a member of the household, but when asked about dates may state, “She is home only for the summer, because she attends the University in Anchorage.” Or a householder may respond, “My brother just moved to town last month and he intends to remain here.” The census-taker must gather enough information to **accurately determine whether each person is a resident or a non-resident.**

g. Subtotal each page for the number of occupied housing units, vacant units, residents and non-residents.

3. Census Summary Sheet (Attachment C)

This summary form provides the total housing units, vacant units, residents and non-residents found in the city.

4. City Council Resolution (Attachment D)

The city **must pass a resolution** adopting the results of the head count census.



Mail all documentation to DCRA by April 1, 2012.

If you are unable to meet the deadline, please call our staff before April 1, 2012, to make arrangements for additional time.

If you have additional questions about how to conduct the Head Count Census, or the documentation requirements, contact Brigitta Windisch-Cole, Research Analyst, at (907) 269-4521.

The completed Head Count Census must be postmarked by *April 1, 2012*, and submitted to:

*Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs
Attn: Brigitta Windisch-Cole
550 W. 7th Avenue, Suite 1770
Anchorage, AK 99501
Phone: (907) 269-4521 Fax: (907) 269-4539
Email: brigitta.windisch-cole@alaska.gov*

Appendix

Glossary: Census Definitions

1. **Housing Unit.** A housing unit is one or more rooms intended for permanent occupancy as separate living quarters. A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room occupied (or vacant, intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any group of related or unrelated people sharing living arrangements.
 - ***Occupied Housing Unit (Also called a Household):*** a housing unit is occupied if a household of one or more resident persons usually live and sleep there. A housing unit is considered occupied if the residents are only temporarily absent. (See #6).
 - ***Vacant Housing Unit:*** a housing unit is vacant if it is either without occupants or is *temporarily occupied by persons whose usual place of residence is elsewhere*. A unit from which the occupants are temporarily absent (on vacation etc.) is considered occupied.
 - ***Housing structures not considered housing units if vacant include:*** dilapidated or derelict housing structures not fit for human habitation, including: broken windows, missing doors or roof, collapsed walls or extensive fire damage; housing units being used solely for storage; recreational boats; tents; motor homes; travel trailers; and new housing under construction.
 - ***Year-round housing units:*** all occupied and unoccupied units, regardless of design, intended for occupancy at all times of the year.
 - ***Single-family detached unit:*** a housing structure with open space on all four sides.
 - ***Single-family attached unit:*** a single-unit housing structure having one or more unbroken wall extending from ground to roof separating it from adjoining structures, such as a townhouse.
 - ***Multifamily units:*** housing units contained in multi-unit structures such as apartment buildings.
2. **Residents:** *Residency is determined on the basis of where a person usually resides on a weekly basis or for the majority of the year (more than six months) since July 1,*

2011, if persons divide their time between two or more residences. This place is not necessarily the same as the person's voting residence or legal residence. Non-citizens living in the United States are included, regardless of immigration status. Persons who sleep consecutive nights in one locality to be near their place of work and sleep in another locality on weekends or during other non-work periods are considered residents of the housing unit in which they spend most of their nights during the week.

3. **Household:** A household is an occupied housing unit. It may be a single-person household, a household where unrelated persons live together, or a family household.
4. **Group Quarters:** Facilities that house group quarters populations are not counted as housing units. Group quarter populations are found most frequently in nursing homes, student residence halls, on military establishments, including military vessels, and populations residing in institutional group quarters.
5. **Vintage Year:** Refers to the year that demographers begin production on a set of population estimates. For example, the vintage 2009 estimates are estimates whose production was begun in 2009.
6. **Occupied Housing Unit:** A housing unit that is the usual place of residency of the occupant(s). Also referred to as a Household. A housing unit is classified as occupied if it is the usual place of residence of the person or group of people living in it at the time of enumeration, or if the occupants are only temporarily absent; i.e., away on vacation or business trip. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living quarters. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents; i.e., people who consider the hotel their usual place of residence or have no usual place of residence elsewhere. If any of the occupants in rooming or boarding houses, congregate housing, or continuing care facilities live separately from others in the building and have direct access, their quarters are classified as separate housing units. The living quarters occupied by staff personnel within any group quarters are separate housing units if they satisfy the housing unit criteria of separateness and direct access; otherwise, they are considered group quarters.

Table of Residence Special Case Definitions	
Type of Person	Resident of
Lives in this household but is temporarily absent on a visit, business trip, vacation, or in connection with job.	This household
Lives in this household only on weekends. Works most of the week in another place.	Workplace location
Lives in this household, but is in a general or VA hospital, including new babies in the hospital who have not yet been brought home.	This household
Members of the Armed Forces/Crew on Vessels	
Living on military installation.	The military installation
Stationed on nearby installation but living off base in this household.	This household
Assigned to a military vessel whose home port is 50 miles or more away from this household.	Vessel location
Assigned to a military vessel whose home port is 50 miles or less away from this household.	This household
Officer or crew member of a merchant vessel, vessel engaged in coast wide or foreign transportation.	Vessel location
Officer or crew member of a merchant vessel, vessel engaged in inland water transportation.	This household
College or Boarding School Students	
College student not living in this household during school year - here only on vacation.	College location
Living in this household during the school year.	This household
Student away while attending school below college level or students attending a boarding school.	This household
Nurse (caregiver) living in hospital dorms or nursing home.	Location of hospital or nursing home
Family members working and living away from home four or more nights a week for the majority of the calendar year.	Place location where worker lives
Person who has more than one home and divides time between them.	Location where he/she spends largest part of the year
American Citizen Abroad	
On vacation or temporarily away in connection with work.	This household
Employed by the U.S. Government.	Do not list
Any other American working or living abroad for extended time.	Do not list
Institutionalized individuals, those in prison or reformatories, and schools for citizens with special needs.	Location of institution
Members of religious order.	Location of monastery or convent
Citizens of a Foreign Country	
Studying or working in the U.S. or the members of the family of such person living with him or her.	This household; or place of dormitory or where foreign worker lives.
Temporary traveling or visiting the U.S.	Do not list
<i>Source:</i> United States Census Bureau	

Attachments

- A. Head Count Census Survey Form – Sample
- B. Head Count Census Survey Form
- C. 2012 Population Summary
- D. Sample Population Resolution

Attachment A

HEAD COUNT CENSUS HOUSING, VACANT UNITS & PERSONS CITY OF Alaskana

SAMPLE

Enumerator D. Jones
Block _____

Date March 15
Page 1

Housing Unit #	Housing Unit Address	Housing Unit		Names of Individuals in Household	Dates Lived in City Since July 1, 2011	Resident	
		Occupied	Vacant			Yes	No
1.	100 Smith Dr.	✓		Johansen, Ivan	8/1 - 3/15	✓	
				Janice	"	✓	
				Julie	"	✓	
				Michael	"	✓	
2.	102 Smith Dr.		✓	VACANT			
3.	104 Smith Dr.	✓		Sanders, John	7/1 - 3/15	✓	
				Mary	7/1 - 3/15	✓	
4.	106 Smith Dr.	✓		Candle, Peter	7/1 - 3/15	✓	
5.	108 Smith Dr.	✓		White, Mark	7/1 - 3/15	✓	
				Shirley	"	✓	
				Paul	"	✓	
6.	110 Smith Dr.	✓		Rogers, Ivan	2/1 - 2/28		✓
				Merriam	"		✓
7.	101 Smith Dr.	✓		Wiseman, Jack	8/15 - 3/15	✓	
				Joe	"	✓	
8.	103 Smith Dr.	✓		Andrews, Willie	7/1 - 3/15	✓	
				Gladys	"	✓	
				George	"	✓	
				(college) Marie	none		✓
				Candy	7/1 - 3/15	✓	
9.	105 Smith Dr.	✓		Hinders, Adam	8/7 - 3/15	✓	
				Rachel	"	✓	
10.	107 Smith Dr.	✓		Westenkof, Bill	7/1 - 3/15	✓	
				Gail	"	✓	
11.	109 Smith Dr.		✓	VACANT			
12.	111 Smith Dr.	✓		Caldwell, Andy	7/1 - 3/15	✓	
				Joyce	"	✓	
				Christina	"	✓	
Housing Subtotal		10	2			Persons Subtotal	
						23	3

Attachment C

2012 POPULATION CENSUS SUMMARY

Name of Municipality

Census Enumerator or Municipal Contact:

Name: _____

Phone: _____

Date(s) population census was conducted:

I have attached the following required documentation:

- Map of Municipality
- Census Schedule of housing units/individual names
- Municipal Population Resolution

Population Census Results:

Total Resident Population: _____

Total Non-Resident Population: _____

Total Housing Units: _____

Occupied Housing Units: _____

Vacant Housing Units: _____

Mail to:

Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs
Attn: Brigitta Windisch-Cole, Research Analyst
550 W. 7th Avenue, Suite 1770
Anchorage, AK 99501

Attachment D

SAMPLE POPULATION RESOLUTION

A RESOLUTION OF THE _____ adopting the
(Municipality)
Determination of population of the municipality.

WHEREAS, the _____ has conducted a census of the municipal
(Municipality)
population indicating the population of permanent residents of the municipality as of
_____, 2012; and
(Date)

WHEREAS, the governing body of the municipality must pass a resolution adopting the
results of the census for use by the Department of Commerce, Community, and Economic
Development;

NOW THEREFORE BE IT RESOLVED THAT the governing body finds that on
_____, 2012, the population of permanent residents of the
(Date)
Municipality was _____.
(Population)

PASSED AND APPROVED BY THE _____ on the _____
(Municipality) (Day)
Day of _____, 2012.
(Month)

BY: _____
(Mayor)

ATTEST: _____
(Clerk)